

## Instructions for Requesting a Spot Weather Forecast

The Online Spot Weather Forecast is a spot request website maintained by the National Weather Service. This program is setup for all of Alaska.

Any operations personnel on an ongoing incident, planning a prescribed fire or burn piles, may request a Spot Weather Forecast through this website. If you deal directly with NWS you MUST inform the appropriate Dispatch Office so they know to access the Spot Forecast. There are three ways to send in a request:

### Via Internet

1. Use Internet Explorer to go to <http://firewx.arh.noaa.gov/spot.php>.
  - a. Click on the map in the general zone in which the request is located.
  - b. On the next screen, click on "Submit a New Request"

Back to Alaska Region Fire Weather Page

**FAIRBANKS, ALASKA (NORTHERN ALASKA)**  
**SPOT FORECASTS**

for  
Wednesday  
Feb 25 2009  
CALENDAR

[Submit a new Spot Request](#)

Name	Ignition Time	Status
No Entries		

2. Fill out the form as completely as possible- the better the information you provide, the better the forecast!
  - a. Project name and type, ignition date/time (Rx burns only)
  - b. Requesting agency with your name & contact information
  - c. Fire Type (Wildfire or Non-Wildfire) w/reason for request
  - d. Location in decimal degrees, including aspect, elevation, drainage, fuels, size
  - e. **Weather Observations!**
    - i. Though there is only room for 4 weather obs, more can be included in the Remarks section.
  - f. Any other information that will aid the forecaster in providing a good spot forecast
  - g. In some cases, it may be easier to talk directly with NWS, as long as this is amenable to the NWS and the dispatch office, and the dispatch office receives a copy of the spot forecast.
3. Choose "Submit Request" when you've completed the form.

4. Once you have submitted the form, you must call the appropriate NWS office to ensure it was received:
  - a. Anchorage: 266-5115 Fax: 266-5188
  - b. Fairbanks: 458-3705 Fax: 458-3703
  - c. Juneau: 790-6824 Fax: 790-6827
5. NWS should complete the forecast within about 30 minutes and will call you back at that time.

If you're requesting the forecast for an on-going fire or project you can copy the information from a previous spot forecast into a new request. If the last forecast does not show up in the list on the Spot Page, click on CALENDAR, and navigate to the correct day. Select the Spot forecast and scroll to the bottom to select "Copy Info to New Spot Request". Make sure to change the appropriate information.

### Via FAX (Backup only)

Follow the steps outlined above, but obtain a hard copy of the form by printing it off the internet. Fill out and FAX directly to NWS or using your dispatch office. Extra observation sheets can be faxed as well. As with the Web Spot program, you must call NWS after your request. NWS will call back to ensure you have received the completed forecast.

### Via Phone (Backup only)

If the web and a fax are not available to you or to Dispatch, phone in the information to the appropriate NWS office.

### Requesting Party:

#### **Take weather observations and ensure they are relayed to the NWS!**

Observations through the heat of the day and any comments about inversions or terrain winds will help get you the best forecast. If observed weather begins to differ from the forecast, send feedback and observations to the NWS and request an update. Send in all observations even if they are old; they will lead to a better forecast. Again, if a forecast doesn't work out, **let the forecaster know. This will not hurt their feelings, but will result in a better forecast!**

### Dispatch Offices:

**Pass on all information to the NWS!** This includes as many weather observations as possible. (If you get an observation sheet from yesterday, fax it in.) Ensure that the requesting party informs them how long the spots may be needed. Set up a schedule if needed, and let the NWS know when the spot forecasts for a particular incident are no longer necessary.